



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

CAREER OPPORTUNITY NOTICE OF VACANT POSITION

Position Title: Office Associate Opt 1 (2 positions)
Department: Budget & Payroll
Section: Operations

Full-Time
Salary: \$25,824-\$40,000
Union: B-2 Teamsters/IFT
Posting Number: 17-040

Description on Duties/Essential Functions:

Under the direct supervision of the Director of Budget and Payroll, prepares and enters expenditure transactions that are processed through the Budget and Payroll Department, Fiscal Division directly into SAMS; enters travel vouchers for Comptroller employees directly into SAMS; enters mileage and per diem for General Assembly Members into SAMS; deposits all monies received by the Comptroller's Office with the State Treasurer; performs various routine data entry functions for the Court Reporting Services.

This position is covered by the IFT/Teamsters collective bargaining agreement.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office methods and procedures; requires the ability to apply established accounting methods and techniques; requires the ability to follow oral or written instructions and the ability to operate commonly used manual and automated office equipment.

Work Location:

Illinois Office of the Comptroller
325 West Adams Street
Springfield, IL 62704

How to Apply:

The Office Associate position requires a written and touch screen examination. All applicants must meet the education and experience requirements listed above in order to take a written examination. The Office of the Comptroller accepts the results of the written and touch screen Office Associate, Option 1 administered by the Department of Central Management Services (CMS) for this position.

The CMS Assessment Center is located in the Capital City Training Center, 130 West Mason Street, 2nd Floor, Springfield, IL. The Office Associate examination is part of the continuous examination program administered by CMS and is open for testing from 8:00 a.m. to 2:00 p.m. Monday through Thursday.

Submit a completed State of Illinois Comptroller application to the contact name and address listed below by the posting closing date. Applications can be found on State of IL Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

Complete applications, **with applicable grade notice**, (a detailed resume may also be attached) should be submitted to:

Office of Human Resources
IL Office of the Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: December 1, 2017

The Illinois Office of the Comptroller is an Equal Opportunity Employer.